

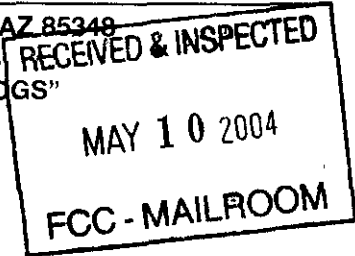
Bicentennial Union High School District #76

P.O. Box 519 ~ 67488 East Salome Road ~ Salome, AZ 85348

Phone (928) 859-3453 ~ Fax (928) 859-3875

SALOME HIGH SCHOOL ~ "HOME OF THE FROGS"

May 3, 2004



Federal Communications Commission
Office of the Secretary
445 - 12th Street, SW
Washington, DC 20554

To Whom It May Concern:

This is a letter of a Request for Waiver for the following institution:

- Bicentennial Union High School District #76
- Address: P.O. Box 519, Salome, AZ 85348
- Telephone: 928-859-3453
- Fax: 928-859-3875
- Email address: swolfe@salomehs.org or businessoffice@salomehs.org
- Per the instructions on the USAC website: CC Docket No. 02-6

We are requesting a waiver on the rule regarding the date by which the signature page and attachments had to be received by the SLD for the Form 471 for the 2004-05 funding year. We submitted the Form 471 online on January 30, 2004, but the signature page and the attachments were inadvertently not mailed until February 23, 2004. The circumstances surrounding this event are as follows:

- I, Sheila Wolfe, the Bicentennial Union High School District #76 E-Rate contact person and project director filled out and submitted the Form 471 document online on January 30, 2004. I then printed the signature page and organized the attachment pages for shipment immediately.
- The district administrator, whose signature is required, was out of the office on January 30, 2004. On Monday, February 2, 2004 I hand delivered a printed copy of the Form 471 and the signature page to him for his signature. After a short review of the document and explanations from me, he signed the document in my presence.
- I then packaged the signature page and the attachments into an envelope, addressed it and turned it in to the temporary secretary who was filling in for our regular district secretary on February 2, 3 and 4. I gave her directions to send the package immediately, return receipt and by the fastest method possible.
- We believe that the package then got "lost" under a stack of other items on the secretary's desk. The temporary started to fill out the paperwork for return receipt shipment because we have that card with handwriting on it other than that of the district secretary. However, the final piece of paperwork is in the district secretary's handwriting and it is dated February 23. Had the district administrator

No. of Copies rec'd _____
List ABCDE _____

been present to sign the document on January 30 or the regular secretary been present upon his return, we can say with certainty that it would have been mailed on the same day, as that is the practice of the regular district secretary.

- On April 30, 2004 I logged on to the SLD website to check the status of our application. It indicated that we were certified out of window. I called the SLD help line and they advised me to research our own documentation on the mailing date of the packet. I did and, to my disappointment, confirmed that it had not been mailed until February 23. When I called the SLD back they advised me to file a Request for Waiver directly with the FCC.


We are a small, rural school in an extremely depressed economic area. I serve not only as the project manager for E-rate, but also for two other federal programs and I am a full time teacher. Yet, I have successfully completed the necessary paperwork for all deadlines for this district for the past three years. The temporary for the secretary is normally a classroom aide and would not have been highly trained in taking care of all of the responsibilities in the office. She was likely overwhelmed by all of the tasks that needed to be taken care of.

I am attaching to this letter the signed leave slips for the district administrator on January 30 and for the district secretary on February 2, 3 and 4. There is also a letter from the district secretary confirming those absences and the presence of the temporary on the days in question.

We are asking for special consideration in this situation. We filed the actual Form 471 well ahead of the deadline. Only because of the unforeseen circumstance that a temporary did not follow through with mailing of the signature page and packet did we not get those items turned in on time. Without E-rate funding, our technology program will be devastated and we will likely be unable to continue to provide Internet service to the classrooms.

If you have any questions or are in need of further assistance from us in your consideration of this matter, please contact me at 928-859-3453.

Sincerely



Sheila R. Wolfe

Attachments: 2 leave of absence copies
1 letter from Virginia De La Pena

STAFF MEMBER'S NAME

Virginia Delafena

SOCIAL SECURITY NUMBER

DATE OF REPORT

2-9-04

DATE OF ABSENCE

Feb 2-4

SUBSTITUTE'S NAME

REASON FOR ABSENCE (check one):

☐ Personal Leave☒ Illness☐ Professional Leave☐ Bereavement☐ Social Activity☐ Other

Name of Substitute used, if any

☐ I hereby apply for leave of absence☒ I have been absent on the following dates

Beginning (first day of absence) Feb 2 Ending (last day of absence) Feb 4 Total Work Days 3

Reason for Absence

Virginia R. Delafena 2/9/04

Employee Signature

Date

☒ Approved☐ Disapproved

Principal/School Authority Signature

Date

STAFF MEMBER'S NAME

J. D. Wolfe

DATE OF REPORT

1/26/04

DATE OF ABSENCE

1/29-30/04

SOCIAL SECURITY NUMBER

526-63-4430

SUBSTITUTE'S NAME

REASON FOR ABSENCE (check one):

☐ Personal Leave☐ Illness☒ Professional Leave☐ Bereavement☐ Social Activity☒ Other

Name of Substitute used, if any

☐ I hereby apply for leave of absence☐ I have been absent on the following dates

Beginning (first day of absence)

Ending (last day of absence)

Total Work Days

Reason for Absence

ATTENDING A CONFERENCE IN
PHOENIX

Employee Signature

Date

☒ Approved☐ Disapproved

Principal/School Authority Signature

Date

Bicentennial Union High School District #76

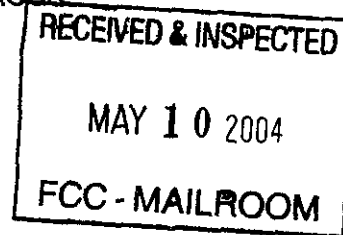
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To Whom It May Concern:

I am writing this letter today to confirm the absence of myself and our District Administrator on the dates listed below.

- The District Administrator, Dan Wolfe, was absent on January 29 and January 30, 2004 as indicated in the absence reports.
- I, the District Secretary, Virginia De La Pena was absent on February 2, 3 and 4, 2004 as indicated in the absence reports.

Further, I would like to confirm that there was a temporary secretary filling in for me on the dates of February 2, 3 and 4, 2004. I found the packet, referred to by Sheila Wolfe in her letter to you, on February 23, 2004 and mailed it immediately upon finding it.

If you have any questions regarding this situation please feel free to call me at 928-859-3453

Sincerely



Virginia De La Pena
District Secretary